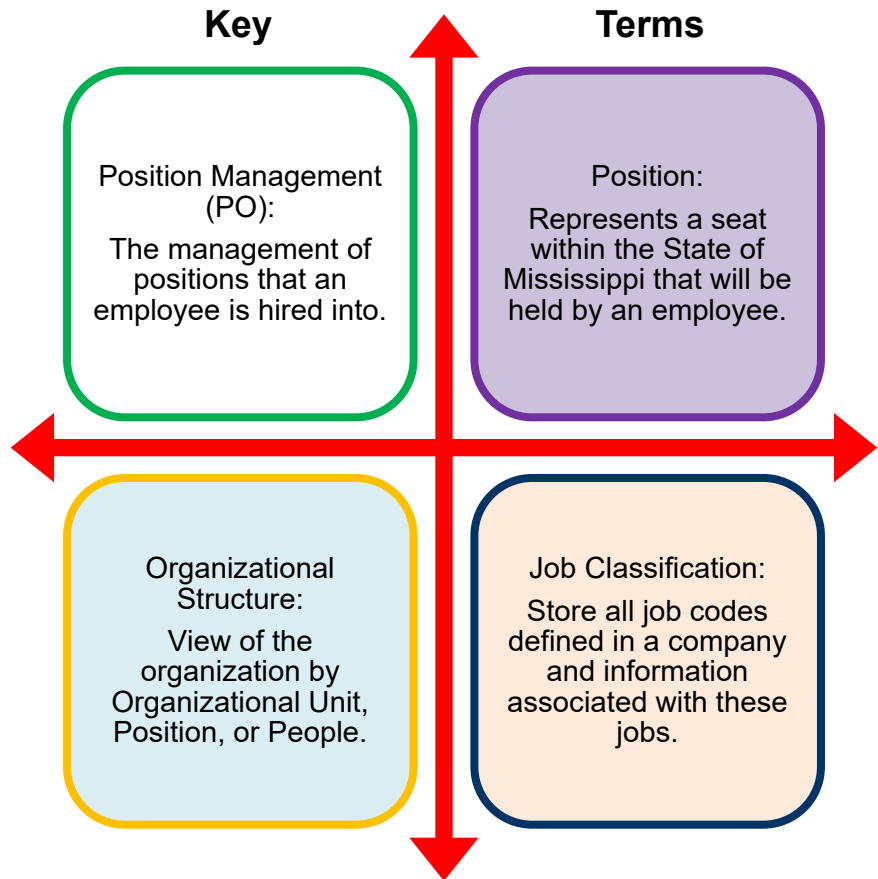




Inside this issue, you will learn about the Position Management component of the system.

There are also links to additional information available for review and simulations that will let you practice using the new system.



SPAHRs to MAGIC Crosswalk

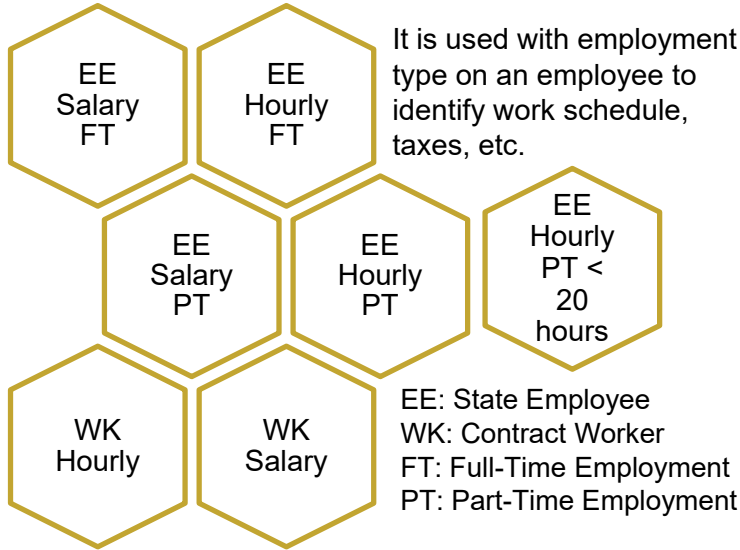
The term on the left is what the field is called in SPAHRs. On the right is what it will be called in MAGIC.

SPAHRs	MAGIC EC
Report-to Agency, Report-to PIN	Organizational Unit
Occupation Code/Service Type	Job Classification
PIN/WIN	Position
PID	Person ID External
Double Pinning	Transition Period
Dual Assignment	Concurrent Employment
State Employee	Regular Employee (REG)
Contract Worker	Worker with a Contract (WKC) or Worker without a Contract (WKN) or Board Member (WKB)

What's New & Different

- Employee Central contains all Jobs and Positions with assignment of pay grades and pay ranges
- Transactions are accessed via EC for the creation and maintenance of Organizational Units and Positions
- Workflow is used to route transactions electronically for review and approval process
- Position with job type WKC has a contract number assigned to the position. No separate contract entry is needed.

Employee Group classifies employees in general terms.



The previous newsletters:

- provide an overview of the new HR system
- how to navigate in the system
- information about the organizational structure components of the system.

[HCM100 Overview](#)

The focus of this issue is Position Management. Look for information about other areas of the system in future newsletters.

[HCM101 Navigation](#)

Click the links to the right to learn additional information about these areas. Also, there are several simulations that let you practice in the system.

[HCM200 Org. Structure](#)

If you have any questions email mash@dfa.ms.gov with "MAGIC HR Question" as the subject.

[HCM200 Position Mgt.](#)

Jobs provide a method of grouping Positions with similar characteristics.

A Position is assigned to a Job

Job Type indicates position as regular or worker

The Position inherits the characteristics of the assigned Job

When a characteristic of the Job is updated, the change affects the related Positions resulting in updates to employee records

The Job Classification is a complete listing of Jobs

- Regular Job Type (R)
 - Maintained by MSPB
 - Contains all Jobs and Positions with assignment of pay grades and salary ranges
- Worker Job Type
 - Maintained by DFA / MMRS
 - Uses the default pay grade with the salary range of \$0 - \$200K



Now, it's your turn to practice!

The simulation below has been created for you to practice displaying a job.

[HCM300.3.1 – Display a Job](#)

Positions

A Position is associated to an individual employment assignment and reside within Org Units.

Positions are assigned jobs classification, a supervisor (parent position), and other attributes.

Positions not currently occupied are referred to as "vacant".



Your turn to practice.

The simulation below has been created for you to practice creating and maintaining a position.

[HCM300.4.1 – Create and Maintain a Position](#)

A Position must exist before a person can be hired, rehired, or transferred.

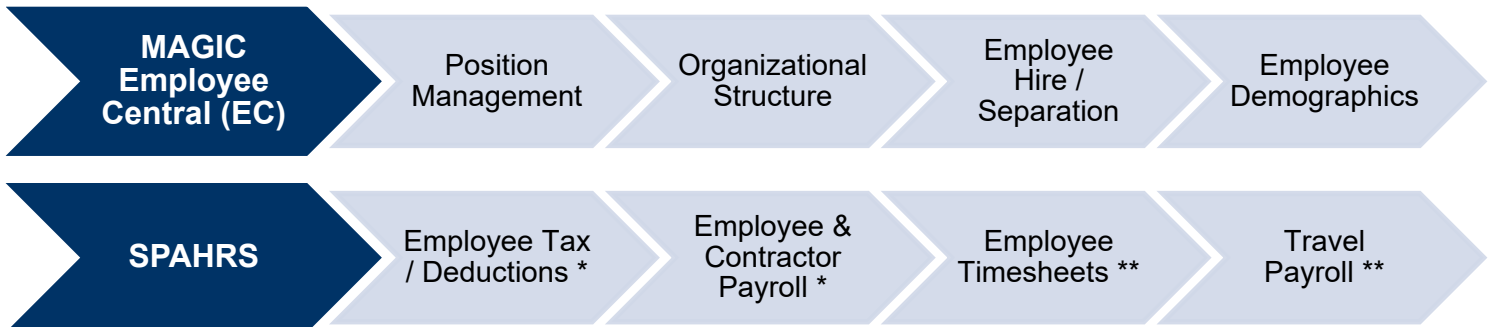
Each Position has a "Start" and "End" date. If no end date is planned, the end date defaults to 12/31/9999.

A Position can only be assigned to one Person at a time except for during a transition period.

Positions designated as "Head of Unit" are assigned to the manager(s) responsible for the Org Unit. One Head of Unit per Org Unit. Head of Unit enables Managers to view organizational data relevant to their direct and indirect reports (with appropriate security).

Where Items Are Processed

Listed below are the major functions and where they will be processed.



SPAHRS payroll, timekeeping, and travel will be used until the MAGIC Payroll rollout begins later in 2022.

* Will be in ECP when payroll is moved to MAGIC.

** Will be in ECC when payroll is moved to MAGIC.

MAGIC HR System Security

At System Go-Live

Before the MAGIC HR payroll system is available, DFA will load all users with a SPAHRS HR role into MAGIC. The SPAHRS HR security groups will be automatically converted to the new MAGIC HR security groups. The agency should not have to do anything during this process.

HR Security Access Request Form

A new MAGIC HR Security Access Request Form has been created to add, update, or delete an employee's MAGIC HR access. The form must be used to process any HR system security request after go-live. The existing SPAHRS Security Profile Maintenance Form will continue to be used for payroll security. The SPAHRS User Security Groups document will be modified with the new HR security groups.

New Hire Employee System Welcome Email

At system go-live or when you are hired into the system, you will receive a welcome email with your username/user-id and a link to set your password and setup your security questions.

The email will be sent to the business address that is entered in Employee Central when you are hired. If you do not receive the email check to make sure the email was not sent to your "junk" folder. If it wasn't get with your agency HR department to make sure your email is correct in the system and entered in the business address field.

If the email entered was incorrect or not entered when you were hired the HR department will need to correct it in the system AND contact the MMRS Call Center. The security team will have to resend the welcome email to the user. The system will only send the welcome email for new hires and not when the email address is updated in the system or added after the employee is hired.

MAGIC HR System Training

The HR overview, navigation, organizational structure, and position management training materials are available for your review (see page 2). There are also simulations that let you practice the functions in the system. **Please take the time to review this information and complete the simulations.** Additional training materials will be released in the coming weeks.

Also, in the coming weeks, there will be information about sessions that will allow you to receive additional information about how to use the system.

Position Program Budget

- After a *new* position is created in MAGIC the system will replicate it in SPAHRS.
 - Once replicated, the program budget must be setup in SPAHRS.
 - **SPAHRS payroll requires a program budget; therefore, this must be completed before payroll can be run in SPAHRS.**
- Existing positions will be loaded into MAGIC from SPAHRS with the program budget established.
 - The program budget information for these positions does not need to be updated.
- When an agency payroll is migrated to MAGIC ECP, the position program budget will no longer be needed.

Agency To-Do

If your agency has not already completed the task below, please complete them by **Wednesday, December 8th** to ensure the information is loaded into the new system.

- In order to maintain the HR Organizational Structure, each agency must provide a complete and accurate representation of its current reporting structure. Please review the [“HR Organizational Structure”](#) instructions.
- In order to maintain accurate workflow approval routing, each agency must review and update their existing review points within SPAHRS. Please review the [“HR Review Points”](#) instructions.

System Cutover & Processing Dates

Cutover is the process when the new HR system will become active for agencies. During this process, DFA will extract data from SPAHRS, lock out users from making changes to HR data, and load the data into the new system. Below are several processing dates that agencies need to keep in mind.

No personnel actions will be allowed for regular employees and workers during the timeframe that data is copied from SPAHRS to the new system. Agencies will have read access to employee data and will still be able to enter time and process travel and payroll. This freeze on HR data changes will ensure that data will remain consistent between the new system and SPAHRS.

It is important that all your pending HR actions are completed by these dates to ensure the information is loaded in MAGIC. If the pending actions are not completed, by the dates below, they will have to be completed in MAGIC when the system goes live in January.

Item	Date
All job postings in NeoGov close	Friday, December 10, 2021 at midnight
SPAHRS Access for HR actions removed. HR actions will resume in MAGIC when the system goes live.	Tuesday, December 14, 2021